

SUBMITTING ASSIGNMENTS

Instructions for uploading your photo and video assignments to box.com and Acclaim

Turning in photo(and video) assignments will be a two-step process for most assignments.

Exceptions include the Selfie and Photo of the Week assignments where you will only upload to Acclaim, and as noted in the syllabus.

1. **Upload all your work** to Box.PSU.edu – every photo you take for the assignment, good and bad
2. **Post your best images** to Acclaim and then critique and comment on your fellow students' work.

You will receive a link for Acclaim at the start of the semester
You will receive an invitation to Box at the start of the semester

UPLOAD YOUR WORK to Box.PSU.edu

1. **Create a Folder** using your name and the assignment name
It is important to include your name so you receive credit
Don't use spaces or characters other than letters, numbers or the dash or underscore
For example: Albert_Einstein_Feature
2. **Create two subfolders** inside your main folder
Name one folder **RAWS**
Name one folder **TONED_CAPTIONED**
3. **Place ALL your photos** in the RAW folder - this is every image, good and bad, from an assignment. These images are unedited.
4. **Copy your BEST photos** (usually 2-3, but specified in each assignment) into the TONED_CAPTIONED folder
Make sure you copy your photos, so you keep an untuned version. Use Photoshop or Lightroom to adjust and caption these BEST photos.
RENAME your best photos, using the same name as the main folder, followed by a number.
For example: Albert_Einstein_Feature_1

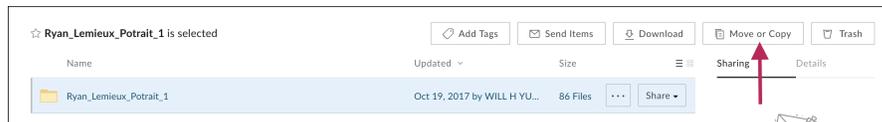
It should look like this:

▼	Albert_Einstein_Feature	2.8 GB
▶	RAWS	2.76 GB
▼	TONED_CAPTIONED	33.1 MB
	Albert_Einstein_Feature_2.jpg	11.5 MB
	Albert_Einstein_Feature_3.jpg	10.8 MB
	Albert_Einstein_Feature_1.jpg	10.8 MB

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5. Log into Box at www.box.psu.edu *Penn State students get free, unlimited storage on Box.*

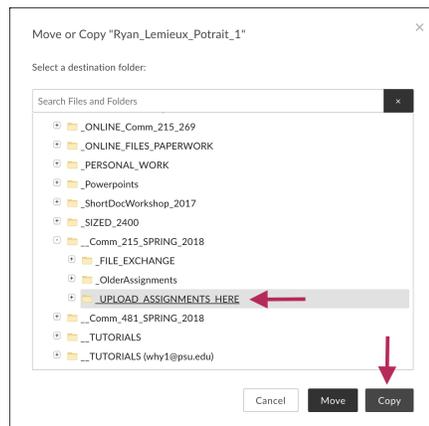
- A. Upload your work to your own folder in Box - this will act as a backup for you. (I STRONGLY recommend having your work backed up to a hard drive as well)
- B. Then, select the folder and COPY (don't move) the folder to the class folder below.



1. select the folder, click 'move or Copy'

2. Navigate to the class 'Upload Assignments Here' folder

Select "Copy"



You'll receive a link to the folder for assignments at the start of the semester. The folder is called, **UPLOAD_ASSIGNMENTS_HERE**

You will only be allowed to upload your work into this folder. If you make a mistake and need to resubmit an assignment, rename the main folder. For example: **Albert_Einstein_Feature_fixed**.

Post Your Best Images to Acclaim

We want to see each other's photos and talk about them. Critiquing your work, getting feedback, offering your own thoughts is one way you'll improve. It's important.

We'll be using an online site called Acclaim to upload photos (and videos). Once they are uploaded you can leave comments, reply to other people's comments, etc.

- You will receive a link for **Acclaim** at the start of the semester

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- **NOTE** that only **jpeg** files are supported. Other file types (raw, tif, etc.) would need to be converted.
- PLEASE NAME THE IMAGE FILE WITH YOUR NAME AND THE ASSIGNMENT NAME
 - Jane_Smith_Selfie for example
- Return to the page to comment on other students' work, and respond to comments on your photos.

Go to the Acclaim Link (You will receive the link at the start of the semester)

1. Click on your class name, for example:

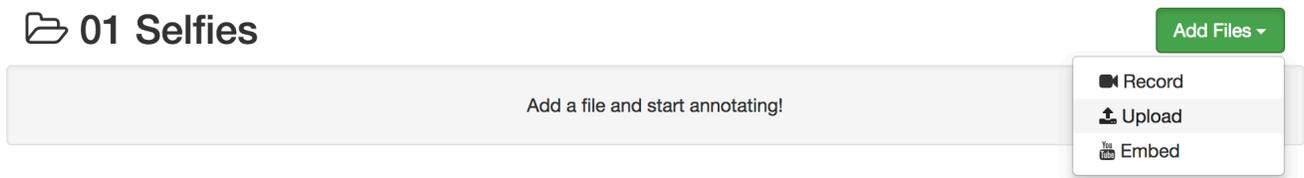


2. Select the proper assignment, for example:

**** It is crucial you select the proper assignment to receive a grade****



3. Click Add Files/Upload

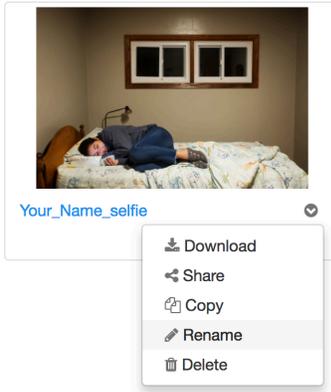


4. Select or drag your files to upload, Click Upload in the bottom right

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TIP: If you forgot to name your file with your name, you can rename it within Acclaim after you've uploaded the photo

01 Selfies



6. Click on an image to see it larger, and leave a comment

[← Back to 01 Selfies](#)



Your_Name_selfie



Leave your comments here and click "Post"

Post

Questions or problems, just let me know.

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FOR VIDEO

For our video assignments, the process is basically the same

Upload your project with all your assets to Box

Upload your finished, exported movie file to Acclaim

Thanks!